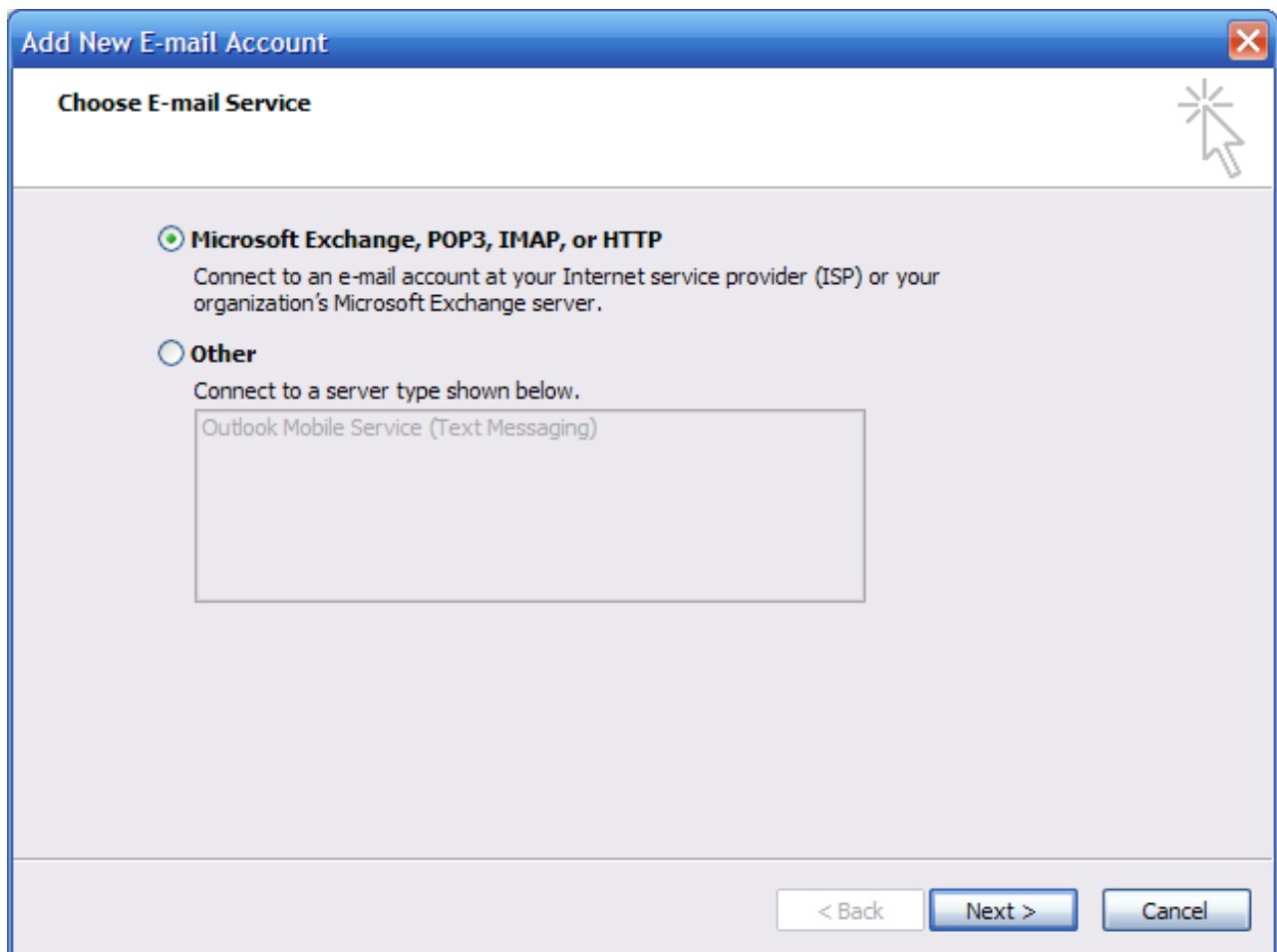


DO THIS ONLY AFTER YOU HAVE LOGGED ON FOR THE FIRST TIME AND CHANGED YOUR PASSWORD!!!

In Outlook go to Tools and select Account Settings.

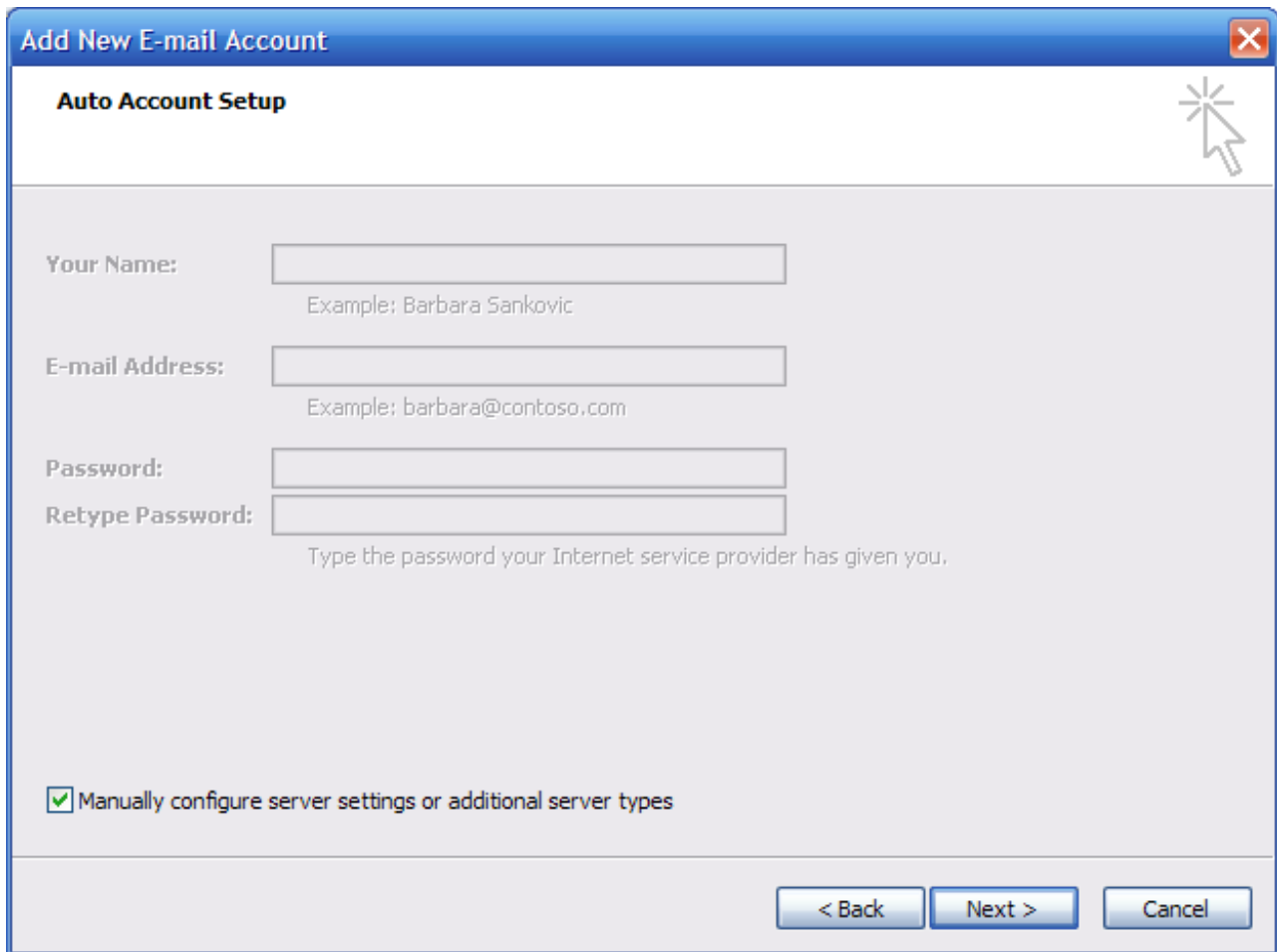
From the popup window select New Account and select the button for:

Microsoft Exchange, POP3, IMAP, or HTTP



Select Next>

Select the box in the lower left corner that says, "Manually configure server settings or additional server types".



Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:

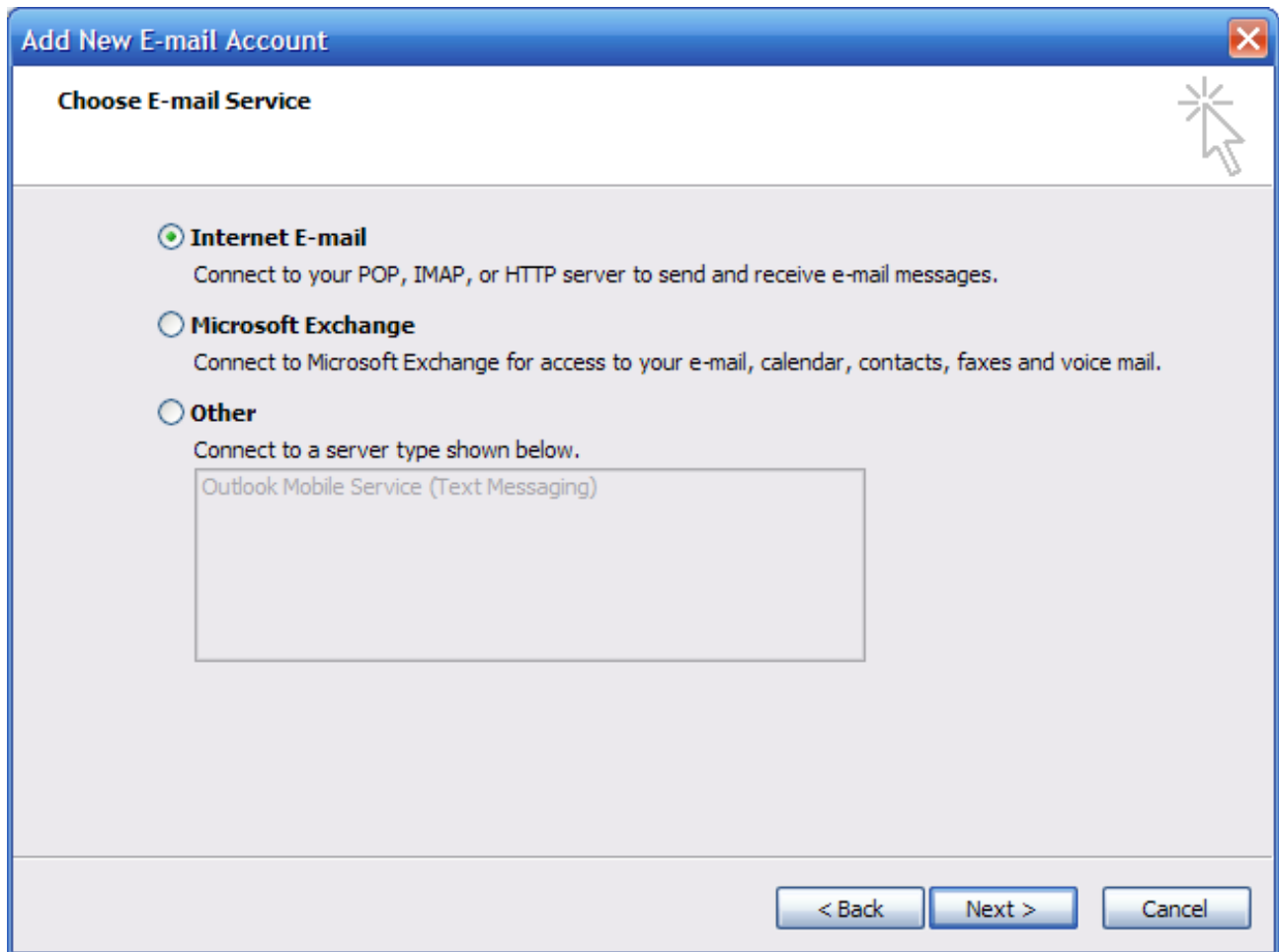
Retype Password:
Type the password your Internet service provider has given you.

☒ Manually configure server settings or additional server types

< Back Next > Cancel

Select Next>

Select Internet E-mail



Add New E-mail Account

Choose E-mail Service

☒ **Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

☐ **Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

☐ **Other**
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

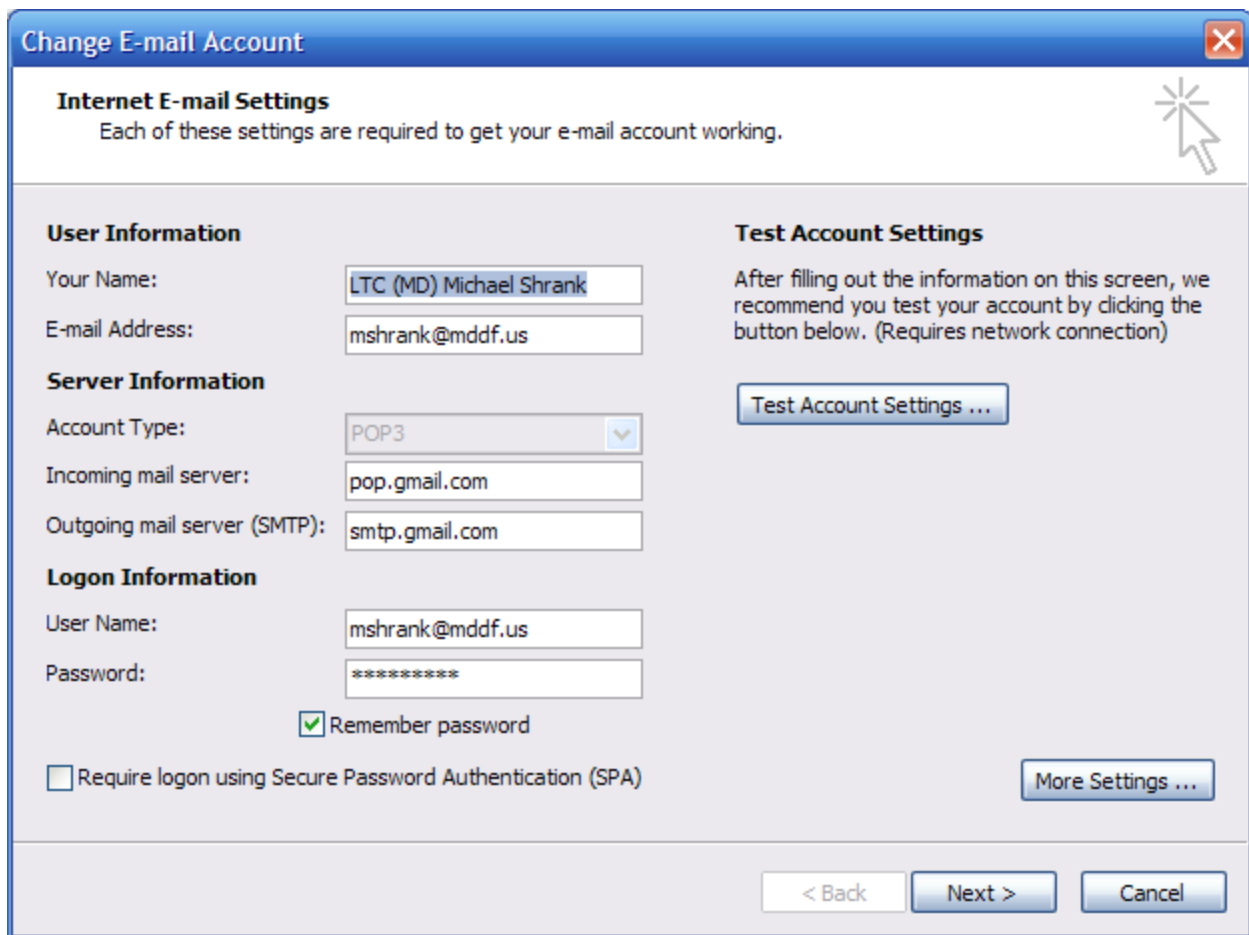
< Back Next > Cancel

Select Next>

Then enter your name, your mddf.us email address, and your password

NOTE: This **NOT** the ChangeMe2 default password.

The incoming and outgoing mail servers are as indicated below.



The 'Change E-mail Account' dialog box is titled 'Internet E-mail Settings' and includes a sub-header 'Each of these settings are required to get your e-mail account working.' It is divided into two main sections: 'User Information' and 'Test Account Settings'.

User Information:

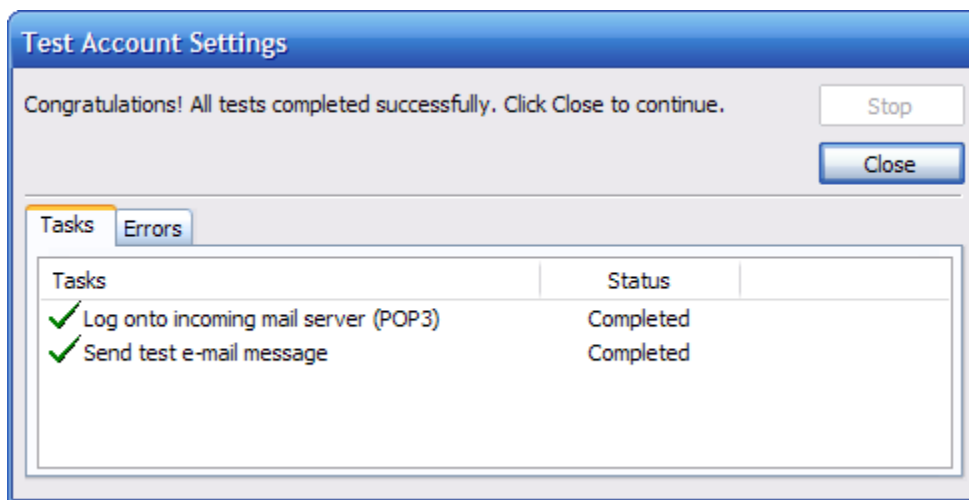
- Your Name:** LTC (MD) Michael Shrank
- E-mail Address:** mshrank@mddf.us
- Server Information:**
 - Account Type:** POP3
 - Incoming mail server:** pop.gmail.com
 - Outgoing mail server (SMTP):** smtp.gmail.com
- Logon Information:**
 - User Name:** mshrank@mddf.us
 - Password:** *****
 - ☒ Remember password
 - ☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings:

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Buttons: Test Account Settings ..., More Settings ..., < Back, Next >, Cancel

Select Test Account Settings and you should see this screen



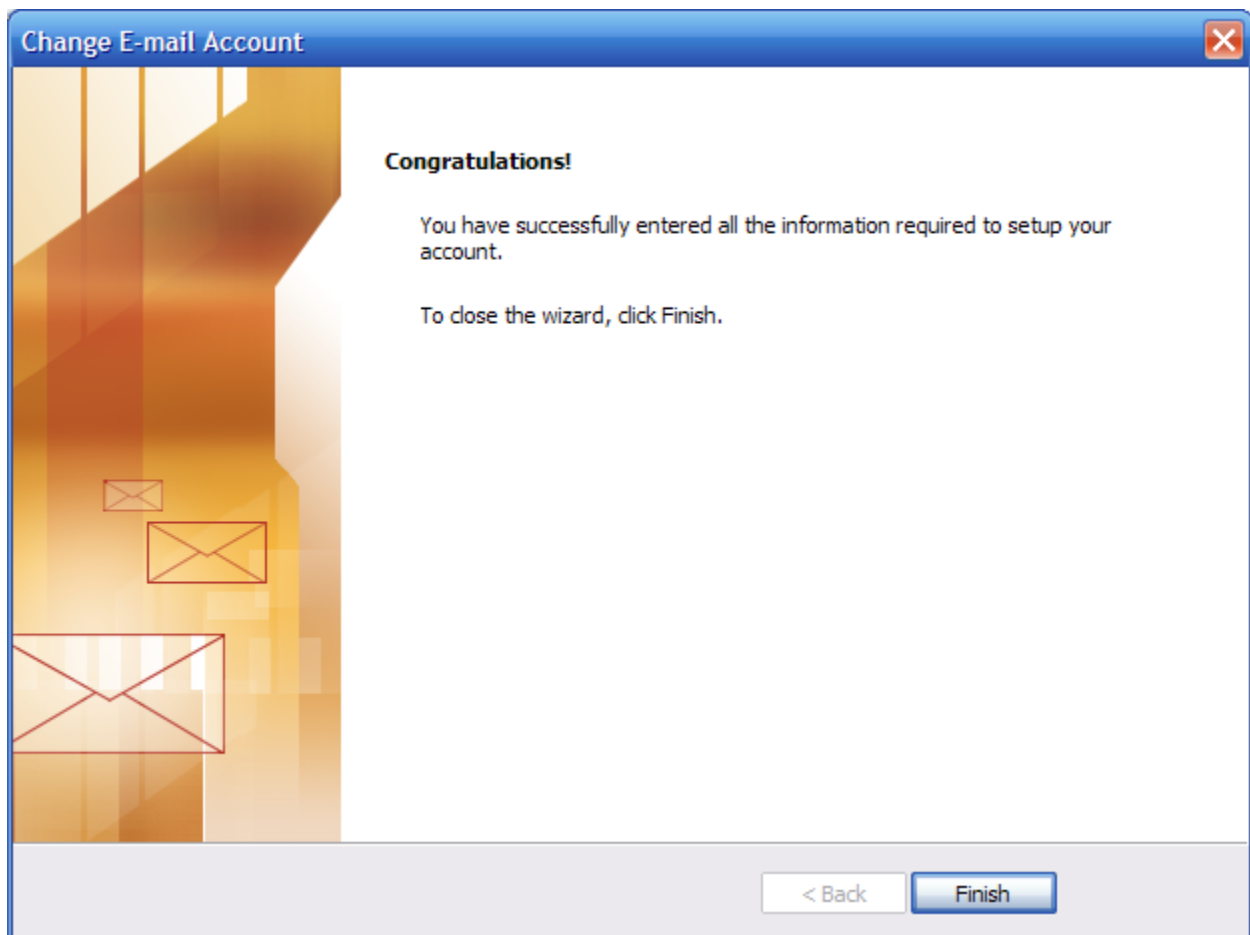
The 'Test Account Settings' dialog box displays a success message: 'Congratulations! All tests completed successfully. Click Close to continue.' It includes 'Stop' and 'Close' buttons.

Tasks:

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

Select Close

Select Next>



Select Finish

Your mddf.us email account is now set up on your Outlook.